

General Order

Houston Police Department



ISSUE DATE:

November 8, 2004

NO.

200-14

REFERENCE:

Supersedes General Order 200-14
dated March 17, 1998

SUBJECT: TELECOMMUNICATIONS

POLICY

The City of Houston's long-distance telephone service and cellular telephones are for *Official Use Only*.

Every month, the Office of Budget and Finance will send a list of telecommunication and cellular telephone (cell phone) charges to commanders for their review. Commanders will verify calls are in compliance with this General Order and ensure the city is reimbursed for any personal charges and that appropriate action is taken.

This General Order applies to all employees.

DEFINITIONS

Official Use. The use of equipment necessary to accomplish an employee's assigned task.

Citynet codes are confidential passwords and are governed by General Order 400-22, **Keys and Passwords**. If a Citynet code is compromised, employees will immediately do the following:

- Contact Technology Services to cancel the code.
- Follow up the contact with a letter requesting the existing access code be deleted.

In addition, incidents involving the compromise of a Citynet code or the misuse of the City of Houston's long-distance service will be reported and investigated in accordance with General Order 400-18, **Responsibility for City Property**.

If a Citynet code is still required, employees will follow the instructions outlined in the first paragraph of this section.

1 CITYNET TELECOMMUNICATIONS

Employees who routinely need to use long-distance telecommunications for police business should make a written request for a city-issued, long-distance access (Citynet) code. All written correspondence concerning Citynet codes will be routed through the employee's chain of command to the director of Technology Services.

If an employee does not have a Citynet code, the employee will request a supervisor to place the call using the supervisor's code.

2 NONCITYNET LONG-DISTANCE CALLS

Employees may seek reimbursement for long-distance charges, but only when the communication was necessary to conduct official police business and one of the following circumstances existed:

- a. The employee was outside the Citynet local access zone.
- b. The officer was on an undercover police investigation and use of the Citynet code would have compromised the investigation.

3 COLLECT CALLS

With the exception of the Command Center, no employee will accept collect calls. If a person attempts to place a collect call to any department telephone, the employee receiving the call will do one of the following in the order listed:

- a. Ask the operator to have the caller use a department toll free number.
- b. Ask the operator to obtain a telephone number from the caller so the call may be returned.
- c. Ask the operator to have the caller place the collect call to the Command Center.

4 DIRECTORY ASSISTANCE

Directory assistance calls from office telephones are not allowed unless such calls pertain to city business. All other normal means of obtaining a number will be used before using directory assistance.

5 CELLULAR TELECOMMUNICATIONS

When using department cell phones, employees will be governed by the following:

- a. Standard or conventional telephones are to be used when possible.
- b. All calls (made or received) should be as brief as possible.

If applicable, all Standard Operating Procedures (SOP) manuals will include directives governing the use of cell phones. SOP manuals will also contain mechanisms for employee reimbursement.

Verification

The Office of the Chief of Police will give commanders an annual cell phone budget for which they will be held accountable.

The vendor will forward copies of monthly billing to the Office of Budget and Finance. Budget and Finance will monitor expenditures and forward the appropriate copies to each commander.

Copies of the billing will be retained by the commander for a minimum of six months.

Acquisition of Cell phones

The following procedures are to be observed when requesting and acquiring cell phones:

- a. Authorization requests for cell phones will be sent through the chain of command to the Deputy Director of Budget and Finance.
- b. Authorized purchases or leases of cell phones will be handled like any other acquisition.

Inventory

Division commanders will maintain a complete record of department owned or leased cell phones under their commands. Executive Staff members will maintain a complete record of department owned or leased cell phones under their immediate commands. This record will include each cell phone's:

- a. Serial number.
- b. Departmental inventory control number (if it is owned by the city).
- c. Calling number.

Inventoried cell phones no longer repairable or needed will be handled as outlined in General Order 400-14, **Control of Police Department Property**.

Budget and Finance will maintain a listing of those phones not being utilized based on the monthly billing.

Loss

Incidents involving the loss, damage, destruction, misuse, or compromise of cell phones will be reported and investigated as indicated in General Order 400-18, **Responsibility for City Property**.

6 TELEPHONE NUMBERS

The Command Center will maintain a current list of the most commonly used

department telephone numbers, fax numbers, and toll free numbers.

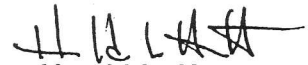
It is the responsibility of each commander to inform the Command Center of any telephone number updates.

7 RELATED GENERAL ORDERS

400-14, **Control of Police Department Property**

400-18, **Responsibility for City Property**

400-22, **Keys and Passwords**



Harold L. Hurtt
Chief of Police

General Order

Houston Police Department



ISSUE DATE:

August 7, 2000

NO.

200-17

REFERENCE: Supersedes General Order, 200-17
Dated July 22, 1993

SUBJECT: TRAVEL AUTHORIZATION AND REIMBURSEMENT PROCEDURES

PURPOSE

The purpose of this General Order is to establish procedures for approving travel/training requests and reimbursing employees for expenses.

1 CRITERIA FOR APPROVAL

The following criteria will be used for approval or disapproval of travel/training requests:

- a. Requests should be related to the employee's job responsibilities. Upon approval, the requesting employee will be carried on either *city business* for all civilian travel or *training* for training requests for classified employees. Classified employees traveling for other than training purposes will be carried on city business. The department will pay all eligible expenses. If the funding is not available, the employee will be extended the option of attending the training on city business or training; however, the employee will be responsible for a portion or all expenses.
 - b. Attendance at most training seminars should be limited to one employee. Exceptions may be granted on a case-by-case basis.
 - c. Before approval of a request, the employee's division will ensure similar training is not currently being offered through the Training Division or the city of Houston Human Resources Department. The division also will explore the feasibility, benefit and cost effectiveness of the requested training being hosted by the Training Division.
1. The employee may be carried on city business if staffing levels permit the employee's absence.
 2. Expenses will be the responsibility of the requesting employee.
 - d. The command staff will determine, based on budget allocation, the number of attendees to major conferences or conventions, such as those of IACP, NOBLE, and HAPCOA. Each command will be assigned a set number of attendees. Attendance will be based on staffing levels and the function of each command. Requests over the budget allocation will be authorized if division staffing levels permit and the employee pays expenses.
 - e. Employees volunteering to attend training seminars or conferences will not receive overtime pay unless the Chief of Police gives prior approval. Travel/training overtime requests will only be for compensatory time.
 - f. Requests for travel/training on city holidays will be discouraged because of additional expenses. If possible, the travel/training will be scheduled for another time. The employee's division may make an exception if it is determined the benefit is greater than the extra expense.

2 APPROVAL OF NONEMERGENCY TRAVEL

A *Travel Authorization To Attend Conventions, Conferences, Workshops, and Business-Related Meetings* form (Appendix B) will be prepared for all travel/training requests. On Appendix B, all lines through line 8 must be completed. The requesting employee must sign and date the form, indicating they have read and understand the most current version of Administrative Procedure 2-5.

Requests that do not relate to the employee's current job responsibilities, but do promote overall professional development, may be permitted in accordance with the following provisions:

All travel/training requests must be approved through the chain of command through the level of assistant chief or equivalent. The command staff must have approval from the Chief of Police. Approval will indicate funds are available and estimates are reasonable. Certification that funds are available in the travel/training accounts and the correct account codes are being assigned should be verified at the command level. No funding will be reimbursed or advanced without the signatures of the division manager, assistant chief and the director of the Office of Budget and Finance on the *blue* original *Appendix B*. Upon the completion of processing, the Office of Budget and Finance will forward a copy of the approved request to the employee's command.

In order to take advantage of the lower airline prices for staying over a Saturday night, a cost justification worksheet must be attached showing that the over-all cost to the city will be less with the extended stay than without it.

Travel/training requests not requiring advances, prepayment of fees, and airline travel should be approved prior to departure.

Travel/training requests requiring advance payment of registration fees or tuition must be submitted with the original, completed registration form and the *approved, blue* original *Appendix B* at least twenty working days prior to the required date.

3 TRAVEL REQUEST ADVANCES

Travel/training requests requiring advances must be submitted to Budget and Finance with the *approved, blue* original *Appendix B* and *Request for Travel Advance (Appendix C)* at least twenty working days in advance of the date of departure. Employees not meeting this time requirement may not receive their advance prior to departure. No advances will be distributed after departure.

Advances will be made only for meal, hotel and taxi expenses. All *Travel Expense Summary* forms (*Appendix D*) must be completed within ten working days of the conclusion of the travel or employees will be subject to having the funds deducted from their paycheck.

A travel cash advance may be denied if an employee:

- a. Requests the advance less than twenty working days before the advance is needed.
- b. Has not submitted an *Appendix D* form for previously completed travel.
- c. Has not reimbursed the city for a travel advance which exceeded the actual cost of previously completed travel.
- d. Consistently submits the *Appendix D* form late (more than ten working days after travel is completed).

4 REIMBURSEMENT OF EXPENSES

Appendix D will be completed for all approved travel. *Appendix D* must list all expenditures for which reimbursement is requested and all original receipts (except where noted later in this section) must be securely attached or enclosed in an envelope. The division's and command's approval will be indicated on the appropriate line on *Appendix D* and the form forwarded to the Office of Budget and Finance for verification.

To expedite reimbursements, care should be exercised to ensure that figures entered on *Appendix D* have been added accurately and receipts match the amounts shown on the report. Variances should be explained or reimbursements may be delayed.

Reimbursable Expenses

- a. All items listed under "Required Original Receipts" below.
- b. **Mileage.** Reimbursement for private vehicle use will be made at the approved city rate with an approved mileage log. Mileage cost should not exceed the cost of a fourteen day advanced purchase round trip coach airfare unless it is necessary to travel by vehicle because of the need to carry equipment and supplies.
- c. **Tips.** Tips for taxi cab drivers, baggage

handlers, doormen, etc. are reimbursable expenses. They must be reasonable amounts and documented by an attached log. (Tips to hotel/motel custodial personnel are not reimbursable expenses.)

- d. **Business-related phone calls.** These expenses will only be reimbursed if documented by an itemized hotel bill or log listing the time, date and place called.
- e. **Taxi and limousine expenses.** These expenses will only be reimbursed if documented by a log listing dates, origination and destination points, and cost per trip. (Trips in excess of twenty dollars must have a receipt.)
- f. **Air Travel.** The flight coupon (passenger receipt or approved equivalent) from any airline travel must be submitted with *Appendix D* or a copy of the approved *Appendix B*, if no advance was received and no reimbursement is needed. Only if the employee paid for the flight, should the amount be shown on the face of the *Appendix D*.

Required Original Receipts

If the city is expected to reimburse travel expenses to the employee, all original receipts will be obtained for the following expenses:

- a. **Registration fees.** The registration fees should be listed on *Appendix D* only if the employee paid the registration fees.
- b. **Air travel.** Tickets (coach section flight-coupon) purchased by the employee will not be reimbursed until after travel has been completed. The employee will include the canceled ticket stub (i.e., passenger receipt or boarding pass). For ticketless travel, an equivalent, approved document must be submitted with *Appendix D*.
- c. **Gasoline.** Employees will include gasoline receipts when a city or rental vehicle is used.
- d. **Car rental.** The cost must be less than use of a taxi or other ground transportation and the request should be made on the original *Appendix B* form. No luxury or recreational

type vehicles will be leased unless justification is provided and approved in advance by the assistant chief of the requesting employee.

- e. **Parking.** A log may be used in lieu of original receipts. However, a receipt must be provided for any single parking event in excess of ten dollars.
- f. **Meals.** Unless otherwise noted, employees will be reimbursed for actual expenses at a maximum average daily rate of \$40.00 including taxes and tips and excluding alcoholic beverages.

The maximum average daily rate of \$50.00 including taxes and tips has been established for the following metropolitan areas:

- Boston, MA
- Chicago, IL
- Los Angeles, CA
- New York, NY
- San Diego, CA
- San Francisco, CA
- Toronto, Canada
- Vancouver, British Columbia
- Washington, D.C.

When traveling to and returning from a travel destination and for one-day trips, employees will be reimbursed for actual meal expenses. Travel days will not be used to arrive at the average expenditure per day for the trip. Meals will be reimbursed for only the meals purchased after the employee begins their business travel and before the employee ends their travel. Cost of meal reimbursement must be reasonable based on the time of day.

- g. **Lodging.** Itemized, lodging receipts must specifically indicate the single rate is being charged. Credit card charge receipts are not acceptable.

5 APPROVAL OF EMERGENCY TRAVEL

Travel on an emergency basis should be limited to criminal investigations, prisoner transfers, and providing testimony or evidence in a case where time is critical. The assistant chief of the

requesting employee will authorize emergency travel. The Chief of Police must approve all other emergency travel requests on a case-by-case basis.

Expenses will be reimbursed in accordance with the applicable sections of this General Order.

Petty cash advances for emergency travel may be provided when the travel relates to:

- a. Retrieval of a suspect or obtaining evidence critical to an investigation.
- b. Providing testimony or evidence in a case where time is critical.

Upon receipt of the signed and approved *Emergency Travel Advance Request* form, the Office

of Budget & Finance will advance the funds for the emergency travel from the Petty Cash Fund.

6 . USE OF CORRECT ACCOUNT CODES

Travel/training expenses will be charged to the correct travel/training account. Transfers from within the command or division accounts will be required, if funds in the division account are not available at the time of the request.

7 EXCEPTIONS

The Chief of Police must approve any exception to this General Order.



**C. O. Bradford
Chief of Police**

Appendix B **TRAVEL AUTHORIZATION TO ATTEND** **CONVENTIONS, CONFERENCES, WORKSHOPS, AND** **BUSINESS-RELATED MEETINGS**

1.

Name of employee requesting travel	Department / Division
Dates of Travel (include departure & return dates)	Org# Acct #'s Budget/Account Verification
 2. Title of convention/conference/workshop or purpose of business-related travel.
 3. Location, dates, phone number (in event employee must be contacted while traveling).
 4. Topics to be discussed/business to be transacted.
 5. Other department/division employees attending.
- Will a rental car be required? _____ Yes _____ No
If yes, justification.
7. Will overtime be needed? _____ Yes _____ No
If yes, justification.
8. Estimated cost of travel:
- | | | |
|---|-----------|----------------|
| Airline/railtravel | \$ | _____ - |
| Ground transportation (taxi, bus, subway, etc.) | | _____ - |
| Registration fee | | _____ - |
| Lodging | | _____ - |
| Meals | | _____ - |
| Rental car | | _____ - |
| Other | | _____ - |
| Total | \$ | _____ - |

Approvals

Employee's Signature & Date
I have read Administrative Procedure (AP2-5 Authorization and Reimbursement) for out of town and local travel and understand the requirements for reimbursement.

Captain's/Division Manager's Signature and Date

Assistant Chief's Signature and Date

Signature of Chief or Designee and Date

Appendix C

Form # CO-2001-80

TA # _____

CITY OF HOUSTON REQUEST FOR TRAVEL ADVANCE

Section A

Name _____ Emp #. _____ Date Requested _____
 Department _____ Amount Requested \$ _____
 Division _____ Org. # _____
 I. Destination _____ Account # _____

II. Estimated Expenses

	Dates							Total
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Room								
Meals (personal)								
Taxi								
Limousine								

I agree to submit all required expense statements within ten (10) working days of my return. If the advance payment exceeds the actual cost of travel, I agree to repay the excess to the City at the time that I submit the expense statement. If I do not submit the expense statement within the required time, I agree that the City may deduct the entire amount of the advance from my next paycheck following the ten (10) day period.

Liquidation Date _____

Employee _____

APPROVED: Department Head _____

Section B**LIQUIDATION OF CASH ADVANCE**

Actual Expenses _____ Amount \$ _____
 (Appendix D)

Balance due from City _____ Amount \$ _____
 (Check requested)

Balance due to City _____ Amount \$ _____
 (Check attached)

Section C**Controller's Use:**

Voucher No. _____

Date Liquidated _____

Date of Voucher _____

Voucher No. _____ Amount \$ _____

Check No. _____

Deposit Slip No. _____ Amount \$ _____

Date of Check _____

Payroll Deduction:

Date _____ Amount \$ _____

Appendix D
TRAVEL EXPENSES SUMMARY REPORT & LOG
SUMMARY OF EXPENSES

NAME OF EMPLOYEE

DEPARTMENT/DIVISION

TRAVEL DESTINATION

ORG. NO.

MODE OF TRANSPORTATION

DATES OF TRAVEL

DATE									
EXPENSES	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	
Lodging									
Meals (total from Section I)									
Ground Transportation (total from section II)									
Tips (total from Section III)									
Telephone Calls (total from Section IV)									
Private auto (Total from Sec. V times Mileage rate)									
Other (include description)									
Other (include description)									
Other (include description)									
Registration (Paid by employee)									
Airline (Paid by emp., include passenger receipt)									
TOTAL TRAVEL EXPENSES									
Travel advance									
AMOUNT DUE EMPLOYEE OR AMOUNT TO BE REMITTED BY EMPLOYEE TO CITY									

I certify that these expenses were incurred in connection
with official business for the City of Houston.

I certify that the expenses represented on this Travel Expenses Summary
Report & Log are reasonable and were incurred while this employee was
conducting official business for the City of Houston.

Employee's Signature

Date

Authorizing Signature

Date

Division Manager/Captain Signature

Command Office

Date

Date

Appendix D (Continued)

Employee Name _____ Employee # _____ Org # _____

SECTION III: TIPS (Non-meal Tips, all tips relating to meals should be included in Section I amounts)

DATE	DAY	TAXI	RED CAP	LUGGAGE	VALET	DOORMAN	TOTAL
	SUN						
	MON						
	TUE						
	WED						
	THU						
	FRI						
	SAT						

SECTION IV: TELEPHONE CALLS

DATE & TIME OF CALL	FIRM/PERSON CALLED, CITY/STATE	PHONE NUMBER

SECTION V: PRIVATE AUTO MILEAGE

DATE	CITY OF HOUSTON WORK LOCATION	DESTINATION	NUMBER OF MILES

General Order

Houston Police Department



ISSUE DATE:

October 17, 2005

NO.

400-07

REFERENCE: Supersedes General Order 400-07,
issued May 8, 2000

SUBJECT: VEHICLE USE AND ASSIGNMENT

POLICY

Department vehicles are assets belonging to the City of Houston and are provided for the purpose of carrying out police missions. All department vehicles will be assigned with the approval of the Chief of Police based on assignment, operational necessity, or any other criteria determined by the Chief of Police. This General Order applies to all employees.

DEFINITIONS

Primary Household. For purposes of this General Order a primary household will be defined as where an employee, spouse, family member, or other significant relation resides on a regular basis. This includes an employee's true, fixed, principal, and permanent home to which that employee intends to return and remain even though currently residing elsewhere. The Chief of Police reserves the right to make the final determination of any take-home vehicle location considering evidence such as, but not limited to, driver licenses, voter registration rolls, homestead exemptions, property tax rolls, registered utilities, and mailing addresses.

Motor Vehicle Attrition. When a vehicle is removed from the fleet due to the age of the particular model year, or when the continued operation of a particular vehicle becomes infeasible due to the cost of repairs. Certain employees operating take-home vehicles that are phased out due to attrition will not be assigned a replacement vehicle.

Take-Home Vehicle Committee. At least three assistant chiefs, as appointed by the Chief of Police, will hear, review, and recommend which employees' job duties are such that take-home vehicles should be assigned to those employees. The recommendation will be based on a definition of operational necessity. This committee will consider captains' or their designees' recommendations prior to the submission of a list of operationally necessary take-home vehicles to the Chief of Police for final approval.

1 VEHICLE ALLOCATION

Vehicles will be allocated based upon documented needs, available resources, and department goals (see General Order 400-20, Vehicle Allocation).

2 ASSIGNMENT AND USE OF CITY VEHICLES

Employees, by nature of job assignments and responsibilities, will be assigned city vehicles at the discretion of the Chief of Police or his designee.

No employee has any right or entitlement to the use of a city vehicle.

Driving a motor vehicle is an essential job function necessary to the carrying out of the duties of a police officer. All police officers will maintain a valid current Texas driver license.

Employees will adhere to the reporting requirements of relevant General Orders. (see General Orders 200-02, Employees

Facing Legal Action and 400-08, City Vehicle Accidents).

On an annual basis, the department will obtain and review the driving record of each employee who operates a city vehicle.

Employees may be disqualified from driving on city business if they:

- a. Do not have a valid and current driver license.
- b. Have been convicted of a felony involving the use of a motor vehicle.
- c. Have, within a period of 36 months prior to review, been convicted of any combination of 3 moving violations or at-fault motor vehicle accidents.
- d. Have been convicted of DWI or DUI within 36 months prior to review.

Neither the city nor the department is required to find or create a new position to accommodate an employee who has been disqualified from driving on city business.

The disqualified employee may apply for a posted position anywhere in the city, including the employee's own department, for a non-driving position for which the employee qualifies.

3 ASSIGNMENT OF TAKE-HOME VEHICLES

Only the Chief of Police may authorize the assignment of take-home department vehicles. An employee may be denied assignment of or continued use of a city

vehicle if the Chief of Police determines this to be in the best interest of the department.

Employees assigned a take-home vehicle will maintain and update all proper forms related to vehicle usage (e.g., personnel change information, current vehicle information). This information will be maintained in the take-home vehicle database and forwarded to the Chair of the Take-Home Vehicle Committee.

30-Mile Rule

All employees with authorization for take-home vehicles must reside within 30 miles (one way) from Police Headquarters (1200 Travis). A map displaying the 30-mile radius will be displayed in the motor pool turn-in area (first floor) at the central police garage. Only the Chief of Police may make an exception to this rule.

The determination of the distance from 1200 Travis will be based on the primary household of the employee. If it is questionable whether an employee's primary household is within the 30-mile radius the employee will prepare correspondence through the chain of command to the Chief of Police describing where the residence is located and the nature of the ambiguity. The Office of the Chief of Police or designee will then notify the employee whether or not the take-home vehicle privilege will be granted.

Employees may be assigned vehicles for on-duty use. Such vehicles will be stored in an appropriate location at the employee's permanent assignment. No employee will park a department vehicle

at a non-assigned location and then continue his or her daily commute beyond the 30-mile limit in order to circumvent the intent of this General Order.

Employees will not operate city vehicles for personal use outside the city limits of Houston. Travel directly to and from employees' permanent work assignments is excluded from this order and is governed by the 30-mile rule.

Attention to Duty

Classified employees assigned take-home vehicles will maintain radio contact with the department at all times when driving the vehicles. Officers will monitor the radio channel corresponding to the district(s) through which they travel. Officers will serve as a supplementary force to the regular police units, taking appropriate police action when necessary.

Civilian personnel, while operating a city vehicle, will be prepared to notify the police dispatcher of any situation warranting immediate police attention.

Absences

Employees assigned take-home vehicles, who will be absent from duty for more than five working days, will ensure their assigned vehicle is available on police property for use by others, as determined by the division commander.

4 OPERATING RULES FOR DEPARTMENT VEHICLES

Employees operating any city vehicle will do so in a safe and responsible manner. Employees will operate motor vehicles in accordance with the applicable laws of the state of Texas and the city of

Houston. Employees will adhere to any operating rules provided by department policy. Department vehicles:

- a. May be used only as authorized by department policy.
- b. May be driven only by authorized department employees, unless approved by a supervisor or directed by a police employee in an emergency.
- c. May only be driven by employees who possess a valid and appropriate Texas driver license. The Chief of Police reserves the right to require defensive driving or any other training on a routine or special basis as necessity dictates. Any employee who causes a motor vehicle accident while on city business regardless of previous DDC attendance will be required to make every reasonable attempt to successfully complete a DDC.
- d. Will be parked in a legal manner except during emergency situations.
- e. Will not be placed in motion until the driver and all passengers have fastened all available seat restraints (i.e., seat belts and shoulder harnesses).
- f. Will be inspected by the employee before it is driven and any unsafe condition, disrepair, or damage will be reported to a supervisor immediately.
- g. Will be kept clean. The employee will empty the interior of debris and trash after each use.
- h. May be subject to additional restrictions regarding operation and use at the discretion of the Chief of Police or designated managers.

- i. Will not be modified without prior authorization from the appropriate department official.
- j. Will not be used to haul any type of cargo unless the cargo is properly secured, and the height of the cargo is such that it will safely pass under obstructions along the intended route.
- k. Are subject to all tolls, parking, or other fees associated with driving a city vehicle and utilizing such services. Employees will be personally liable for any citations or violations of this provision. (Toll and other fees may be reimbursed upon the presentation of appropriate documentation.)

Consumption of alcoholic beverages in a city vehicle by a driver or passenger is prohibited. No alcoholic beverage container will be allowed in any city vehicle unless it is in the scope of the employee's duties or responsibilities (see General Order 300-28, *Use of Intoxicants*, section 3, *Exceptions*).

Employees operating city vehicles will ensure that no weapons, narcotics, or items of evidence are in the vehicle prior to operation. All vehicles used for patrol type functions will be checked at the beginning and end of each tour of duty, as well as immediately after transporting any prisoner, suspect, or citizen for any reason. All other Police Department vehicles will be searched immediately prior to and immediately following the transportation of any prisoner, suspect, or citizen for any reason.

5 VEHICLE ABUSE

Employees may be held liable for damages to vehicles and required to make full

restitution to the city for repair costs in cases of vehicle abuse. Vehicle abuse includes, but is not limited to:

- a. Excessively racing a cold engine.
- b. Continuing to operate a vehicle or item of equipment when engine instruments or warning lights indicate malfunctions.
- c. Overloading a vehicle or using it for purposes other than those for which it was designed.
- d. Failure to ensure that the appropriate preventative maintenance is accomplished.

6 MOTOR POOL REGULATIONS

Motor pool vehicles are to be used for official city business only. Motor pool check-out records are audited, and improper use of pool vehicles will lead to disciplinary action. No motor pool vehicle will be assigned as a take-home vehicle unless authorized by this General Order or the Chief of Police.

Employees checking out motor pool vehicles must have an immediate need for those vehicles.

- a. Upon returning to the central police complex, employees must turn in their vehicles immediately. Employees of Fleet Management will monitor the police garage and surrounding parking areas to ensure compliance with this policy.
- b. Officers may check out vehicles for up to eight hours during their duty time with their division commander's approval. Approval for civilian employees

will be in the form of the division commander's signature on the vehicle check-out slip.

- c. In order to check out motor pool vehicles, employees will properly complete the necessary portions on the motor pool slip and give it to motor pool personnel in the Transportation Office. Employees will retain a copy of the slip until the vehicles are returned.
- d. Prior to operation each employee will inspect the assigned vehicle and record the vehicle condition and starting mileage.

Any damage to the vehicle must be reported immediately to the Transportation Office or it will be assumed that the damage occurred while the vehicle was in the employee's possession. This does not preclude the reporting of accidents as required under department policy.

Overnight Use

Employees may check out a vehicle for overnight use with the approval of an on-duty shift commander or higher. A Houston Police Department *Overnight Vehicle Use* form will be completely filled out. Incident numbers and other factual information necessary to provide adequate justification for the overnight use will be recorded on the form. The form will include appropriate vehicle information. The Transportation Office supervisor will maintain these records for inspection and review. The supervisor will provide copies the next business day to the appropriate assistant chief for review.

Long-Term Use

Long-term checkouts are appropriate for call-up assignments, out-of-town trips, or

when an assigned take-home vehicle is unavailable for greater than 48 hours due to repairs. All other long-term uses or special assignments require written approval from the assistant chief of Information Services Command through the requesting division's assistant chief.

Parking

Motor pool vehicles will be parked only in authorized areas.

Check-in

All employees will return their motor pool vehicles by parking them in the motor pool turn-in area at the central police garage.

- a. All trash and personal property will be removed from the vehicle by the employee returning the vehicle.
- b. The employee's copy of the motor pool slip and the vehicle's keys will be returned to the Transportation Office or if after hours, to the Motor Pool Office.
- c. Employees will record the ending mileage on the appropriate form.
- d. Vehicles will be physically inspected by the driver. Any damage detected will be noted on the motor pool return slip and reported orally to motor pool inspection personnel. The driver will sign the motor pool return slip.
- e. Motor pool inspection personnel will inspect the vehicle and countersign the motor pool return slip.

Keys

Only authorized personnel from Fleet Management may make duplicate keys for any motor pool vehicle.

Motor Pool Records

All Command Staff members will maintain accurate records on all unmarked vehicles under their control.

Each command, office, division, or unit will maintain:

- a. An accurate inventory of all unmarked vehicles assigned to their motor pool.
- b. A central location for the storage of motor vehicle keys.
- c. A logbook system for recording the daily mileage on motor pool vehicles.
- d. A vehicle inspection form, which records the condition of a vehicle prior to its use.
- e. A vehicle damage log on all motor pool vehicles.

All Command Staff members will ensure motor pool vehicles assigned to their organizational units are inspected on a regular basis and that vehicle condition is properly recorded.

7 CITY INSURANCE

Employees are insured by the City of Houston for liability to a third person arising from the operation, maintenance, or use of motor vehicles owned or leased by the city.

Employees need not carry insurance riders to provide liability coverage for their operation, maintenance, or use of motor vehicles owned or leased by the City of Houston; therefore, no reimbursement for such riders will be honored by the City of Houston.

8 CARE AND MAINTENANCE OF VEHICLES

All department vehicles will receive regular preventative maintenance checks. These will be done on a drive-in basis. Advance notice of each maintenance check will be given by Fleet Management. If a major repair is needed during the check, the vehicle will remain in the shop until the problem is corrected. Notification of such action will be given to the appropriate division or individual. Replacement vehicles will not be provided for take-home vehicles in the shop for 48 hours or less due to regular preventative maintenance or repair.

All employees using department vehicles are responsible for keeping the interior and exterior of the vehicle clean and presentable.

All drivers of department vehicles will add fuel and engine oil to the vehicles under their control, except for members of the command staff, and persons driving motor pool vehicles. The driver will also enter all information into the Automated Fuel Information System terminal or on a gas ticket and turn the ticket in at the appropriate location.

Before drivers refuel a nondepartment vehicle, division commanders must send written approval and a full description of the nondepartment vehicle to the Transportation Office.

No bumper stickers, signs, or insignias will be allowed or placed anywhere on a department vehicle without the authority of the Chief of Police.

Security and Maintenance

Employees assigned take-home vehicles are responsible for securing those

vehicles and all department owned items within those vehicles. Employees with take-home vehicles are responsible for ensuring that all required maintenance is performed.

Fleet Management

Fleet Management will report through the appropriate chain of command any known abuse of a police motor vehicle. Fleet Management will not be responsible for any items left in an assigned vehicle.

b. Complete a shop card.

c. Park the vehicle in the appropriate repair lot.

d. Submit the shop card to the garage supervisor.

Employees operating a department vehicle that becomes disabled will notify the dispatcher and remain with the vehicle until it is removed by a department wrecker.

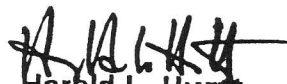
9 DISABLED VEHICLES

When a vehicle needs to be serviced or repaired, employees will:

- a. Take the vehicle to the Transportation Office.

10 RELATED GENERAL ORDERS

200-02, Employees Facing Legal Action
300-28, Use of Intoxicants
400-08, City Vehicle Accidents
400-20, Vehicle Allocation


Harold L. Hurtt
Chief of Police



HOUSTON POLICE DEPARTMENT OVERNIGHT VEHICLE USE FORM



I, _____, Employee number _____, request an overnight
(Please Print)
vehicle for _____, _____/_____/_____ at _____ hours.
(Day of Week) (Date) (Military Time)

Justification for use:

INCIDENT #

Shop Number _____ License Plate Number _____ Make/Model _____

Check-out Mileage _____ Return Mileage _____

Date/Time Returned _____ Verifying Shift Manager _____

I certify this request is correct and is in accordance with General Order 400-07.

Signature _____ Assignment _____

Duty hours _____ to _____, Days off _____ Date of Request _____ / _____ / _____

Request Approved _____ Denied _____, by _____ Employee # _____
(Shift Manager)

FALSIFYING AN OVERNIGHT VEHICLE REQUEST CAN RESULT IN ADMINISTRATIVE DISCIPLINE AND CRIMINAL PROSECUTION.

Division Codes:

General Order

Houston Police Department



ISSUE DATE:

March 12, 2002

NO.

400-08

REFERENCE: Supersedes General Order, 400-08
Dated June 13, 2000

SUBJECT: CITY VEHICLE ACCIDENTS

POLICY

All traffic accidents involving city vehicles or equipment, whether on public or private property must be reported immediately by the employee having care and custody of the vehicle or equipment at the time of the accident.

City vehicle accidents which occur on a freeway or major roadway will be moved to accident investigations sites, when available, or another safe site off the freeway and in a manner that will minimize the distraction to the driving public.

This General Order applies to all employees.

DEFINITION

Accident Investigation Area (AIA). The geographic area that falls within the boundaries of the city limits of Houston, Texas or within a 30-mile radius from police headquarters.

1 REPORTING REQUIREMENTS

If the city vehicle accident occurs within the city limits of Houston, as soon as possible, the employee will notify the police dispatcher and an immediate supervisor that they have been involved in an accident.

If the city vehicle accident occurs outside the city limits of Houston, but within the AIA, as soon as possible, the employee will notify an on-duty Traffic and Accident Division supervisor.

Any employee involved in an accident with a city vehicle outside the AIA will have a traffic accident report prepared in accordance with the procedures of the law enforcement

agency having jurisdiction over the accident location. A copy of this report will be obtained by the employee and submitted to the Traffic and Accident Division and to the employee's immediate supervisor.

If the city vehicle accident occurs outside the AIA and involves serious bodily injury or a fatality, the employee will notify the Command Center as soon as possible.

In all cases, the employee will obtain the following information from all persons involved in the accident unless the information is obtained by a Traffic and Accident officer investigating the accident or the employee is incapacitated or advised otherwise by a supervisor:

- a. Complete name, addresses, and phone numbers (home and business).
- b. Driver license, identification, and social security numbers (where applicable).
- c. Make, model, year, vehicle identification number, and license plate number of all vehicles involved.
- d. Name, address, phone number, and policy number of the vehicle owner's insurance carrier.

2 ACCIDENT INVESTIGATION

Fatality, Injury, or Property Damage Accidents

The supervisor of the employee involved in the accident will be contacted as soon as possible, and if on duty will report to the scene. If the supervisor is not on duty or is not readily available, a designee may be sent to the scene.

A Traffic and Accident Division unit and supervisor will be assigned to investigate city vehicle accidents occurring inside the AIA if they involve:

- a. A police or fire department vehicle.
- b. Injury or property damage.
- c. A fatality.

The Traffic and Accident Division unit will complete the investigation in accordance with standard operating procedures and document the incident by generating an accident report.

In the event that a citizen is seriously injured or killed as a result of a city vehicle accident, the Traffic and Accident Division will be responsible for notifying the next of kin as soon as possible.

No-Injury and No-Damage Accidents

A Traffic and Accident Division unit and supervisor will investigate accidents involving city vehicles inside the AIA resulting in *no damage* and *no injury*. The employee's supervisor will also make the scene. The Traffic and Accident Division will document the incident by generating an accident report. The report *will not* be forwarded to the Department of Public Safety; *no* correspondence will be generated; and *no* disciplinary action will be taken.

If a city vehicle accident occurs outside the AIA and does not result in property damage or injury, the involved employee will request the law enforcement agency having jurisdiction to generate an accident report (even if nonreportable) or an incident report. The employee will obtain a copy of the report as soon as possible.

Employees involved in no-damage and no-injury accidents that are not investigated by the Traffic and Accident Division, will generate correspondence describing the incident. The correspondence and a copy of any reports generated by the outside agency

will be sent through the chain of command to the Traffic and Accident Division.

If the outside agency involved refuses to generate any type of report, the HPD employee will document the names of the persons and circumstances connected with the event in correspondence that will be forwarded through the chain of command to the Traffic and Accident Division.

3 COMMAND CENTER NOTIFICATION

If an on-duty city employee or a city vehicle was involved in the accident, the investigating officer or a supervisor making the scene will immediately notify the Command Center if the accident:

- a. Involved a fatality.
- b. Involved more than two persons who were seriously injured.
- c. Involved three or more vehicles.
- d. Involved a head injury, spinal injury, or injuries consisting of a stroke, amputation, heart attack, serious electrical shock, multiple fractures, or serious burns.
- e. Created a hazardous condition endangering life.
- f. Is spectacular enough to draw the attention of the news media.

In these situations, the Command Center will immediately provide the following information to the city of Houston Risk Management Division's Safety Section:

- a. The number of fatalities.
- b. The name and number of persons seriously injured.
- c. The number of vehicles involved.

- d. The time and location of the accident.
- e. The name, work section, and phone number of the person reporting the accident.

The accident investigation is not to be delayed in order to await the arrival of Safety Section personnel.

If the city vehicle accident occurred at a signalized intersection and was a major accident involving a police vehicle or fatalities or possible fatalities, the Command Center will also advise the city of Houston Traffic Engineering Office of the incident.

4 INTEROFFICE CORRESPONDENCE

Employees involved in a city vehicle accident will prepare and submit correspondence detailing the circumstances of the accident to his or her immediate supervisor.

All correspondence associated with the accident will be addressed through the chain of command to the employee's assistant chief. If disciplinary action is recommended, the correspondence will be addressed to the Chief of Police.

5 ACCIDENT REVIEW BOARD

The Accident Review Board will review all motor vehicle accidents and traffic offenses involving employees who are operating city vehicles. The Accident Review Board will make recommendations for disciplinary action on all city vehicle accidents.

The Accident Review Board will be comprised of classified employees recommended by the board's presiding assistant chief and confirmed by the Chief of Police. Board members will include one assistant chief who will be the chairperson (appointed by the Chief of Police), one captain, one lieutenant, one sergeant, one police officer, and one representative from the majority bargaining

agent (MBA) who shall have been selected by the MBA or named as an alternate and approved by the Chief of Police. Unless amended by the Chief of Police, all terms of office will be for one year, as follows:

a. Assistant Chief	June 1 - May	31
b. Captain	Oct. 1 - Sept.	30
c. Lieutenant	Aug. 1 - July	31
d. Sergeant	Sept. 1 - Aug.	31
e. Police Officer	Sept. 1 - Aug.	31
f. MBA	Sept. 1 - Aug.	31

The Traffic and Accident Division will provide staff support for the Accident Review Board by compiling and providing fleet accident statistical data as requested. The Personnel Division will provide staff support to the Accident Review Board by documenting personnel actions arising from fleet accidents. The driver-training staff of the Training Division will serve in an advisory capacity and act upon any recommendations and suggestions relative to improving the department's fleet safety driver training.

6 CORRECTIVE ACTION

The Chief of Police reserves the right to require any employee involved in an accident while operating a department vehicle to attend the defensive driving course or the pursuit driving course even if the employee was not at fault in the accident. Required attendance at the defensive driving course or the pursuit driving course will not preclude appropriate disciplinary action or restitution.

7 RELATED GENERAL ORDERS

600-12, Emergency Notification



C. O. Bradford
Chief of Police

General Order

Houston Police Department



ISSUE DATE:

June 30, 1994

NO.

400-11

REFERENCE: Supersedes General Order
400-11, Dated May 8, 1987

SUBJECT: PAGING DEVICES

PURPOSE

This General Order establishes guidelines for all employees in the assignment and use of Police Department pagers.

1 ASSIGNMENT PRIORITY

Paging devices will be issued, as available, to department employees who are on 24-hour emergency call-out status and who have a reasonable expectation of being called out as required by their respective assignment. The guidelines for determining eligibility will be those found in the Command Center's Emergency Notification Book or in General Order 200-10, Notifications and Emergency Management.

The following descending order of priority list will be used to make assignments of available pagers:

- a. Persons on emergency notification lists.
- b. Special situation teams (e.g., SWAT, Hostage Negotiation Team, Bomb Squad).
- c. Maintenance personnel with a reasonable expectation of being called to make emergency repairs.
- d. All assistant chiefs.
- e. All captains and division commanders.
- f. Lieutenants on 24-hour emergency call.
- g. Investigators on 24-hour emergency call.
- h. Investigators, but only as needed for on-duty use.
- i. Others authorized by the Chief of Police.

2 CONTROL OF PAGING DEVICES

The Communications Management Division will be the controlling authority over all department pagers. All requests for pagers will be submitted and reviewed by that division. Requests will be filled according to the availability of the devices and priorities established in section 1 of this General Order.

Division commanders will ensure that all requests for pagers are legitimate and meet the necessary criteria prior to forwarding them to the Communications Management Division.

The Emergency Communications Division will maintain a *Paging Request Log* documenting all requests for paging. This log will contain the date and time the paging request was made, the name of the requesting party and the type or content of the message. The department will conduct regular audits of the log to ensure that pagers are being used properly.

The Communications Management Division will maintain records documenting the assignment of each paging device and will make these records available for official audits of pager use.

All personnel assigned paging devices issued by the department will immediately notify Communications Management Division whenever there is a change in personnel assignments or pager assignments.

Commanders of divisions with 24-hour operations will be responsible for ensuring that any pagers not currently assigned to a subordinate on 24-hour emergency call are properly assigned so as to make them available on each shift for on-duty use as needed.

Sam Nuchia
Chief of Police

General Order

Houston Police Department



ISSUE DATE:

January 5, 2007

NO.

400-14

REFERENCE: Supersedes all prior conflicting Circulars, Directives, and General Order 400-14, dated June 29, 2004

SUBJECT: CONTROL OF POLICE DEPARTMENT PROPERTY

POLICY

Commands, offices, divisions, units, and squads will at all times maintain a current and accurate database of all City property assigned to them.

This General Order applies to all employees and City property valued at \$250 or more.

DEFINITION

Property. Property is any item belonging to the City that is not consumable or disposable by design.

1 OPERATIONAL READINESS OF STORED PROPERTY

Commanders are responsible for ensuring all department equipment and property stored under their immediate authority is kept in a state of operational readiness. In addition, commanders are responsible for the correct storage, inventory, inspection, and maintenance of the equipment and property under their authority.

2 INVENTORY DATABASE

Employees are responsible for assigned City property until it is officially removed from their care and the removal is properly documented and logged into the department's designated database.

The City's designated database is the Asset Inventory and Information Management System (AIIMS), available for de-

partmentwide use. The database is centralized and accessible through the Intranet. The database will have an entry of every item a command, office, division, unit, or squad has in their possession, has sent to surplus and salvage, or has transferred to another location.

Every item will be logged into the database and will include all of the following applicable information:

- Date it was received into inventory ("Service Date" field).
- A thorough description (the "Account Number" automatically populates the "Account Description").
- Colors (the "Notes" field allows for additional descriptions).
- HPD inventory control number ("RLT#").
- City of Houston fixed asset inventory control number ("ALT#" which is applicable for property valued at \$5,000 or greater).
- Manufacturer.
- Model number.
- Serial number.
- Exact location (the facility).
- Current condition.
- Employee the item is assigned to (the "Assigned To" field).

- Location the item was moved from and the date (this is accessible through the "History" file of the database).
- Location the item was moved to and the date (this is accomplished when a transfer is completed in the system changing the "Organization," "Facility," and "Assign To" fields).
- Original or estimated cost of the item.
- Method of acquisition (i.e., PO#, P-Card, or Donation).

3 INVENTORY OF NONEXPENDABLE DEPARTMENT PROPERTY

All commands, offices, divisions, units, and squads will maintain a current and accurate inventory. AIMS will be updated with transactions such as acquisitions, transfers, and disposals with appropriate documentation. All nonexpendable property valued at \$250 or more will be recorded. All applicable information as outlined in section 2, *Inventory Database* will be included in AIMS.

The only exception is for department owned weapons. They will be inventoried and entered into AIMS regardless of the value.

HPD Inventory Control Numbers

Unless noted in the following sections, all nonexpendable items valued at \$250 or more will be tagged by placing an HPD inventory control number tag on each item. These tags can be obtained from Property and Supply Division.

The tags will be affixed in such a way as to be readily visible, but not likely to be

marred or defaced. If tagging is not feasible due to size of item, location, or operational use (e.g., undercover, surveillance, or weapons) the assigned tag number will be recorded and kept in the division inventory file.

Except for undercover and surveillance items and weapons, any items not feasible to tag will have the tag number inscribed with permanent marker or engraver. All other items without a tag will be tracked by the serial number.

City of Houston Fixed Asset Control Numbers

As required by City Asset Policies and Procedures, nonexpendable items valued at \$5000 or more will be assigned a City of Houston fixed asset control number.

Computers and computer communication devices will be assigned a fixed asset control number only if the value is \$5000 or more.

Furniture will be assigned a fixed asset control number if valued at \$5000 or more. City of Houston fixed asset control number tags can be obtained from Budget and Finance (B&F) Asset Group. These tags will be affixed to the items in the same manner as the HPD inventory control number tags (see previous subsection, "HPD Inventory Control Numbers").

Divisional Inventories and Asset Testing

During the month of January, all divisions will conduct an annual physical inventory of all nonexpendable property valued at \$250 or more.

The inventory results will be forwarded to the division's assistant chief or director in

correspondence from the commander. A copy will also be sent to B&F. The working papers used during the inventory process will be kept in the division's files for reference and review.

The B&F Asset Group will conduct a complete inventory annually of all capital property valued at \$5000 or more.

Inspections Division may conduct separate asset testing at any time.

Commander Transfer

When commanders transfer in to a new division, they will ensure a complete inventory is conducted of the property of the new division (this includes any division property they brought with them). This inventory and the *Commander Transfer Inventory Template* form (see attached) must be completed within 14 calendar days of their reporting for duty with the new division. Divisions may begin the inventory process as soon as the new commander's transfer has been properly authorized.

When commanders transfer out of a division, they will ensure any division property they take with them is properly removed from that division's inventory.

4 DISPOSAL OR RELOCATION OF CITY PROPERTY

The procedures in this section apply to all City of Houston owned nonexpendable property unless indicated otherwise.

These procedures do not apply to computer equipment, computer peripherals, or fleet equipment. Technology Services will relocate, dispose, and maintain an inven-

tory of all microcomputer hardware, components, and software (see General Order 400-19, **Microcomputer Regulations**). Fleet Management will coordinate fleet equipment inventory.

Grant-Funded Property

The Grant Unit of B&F must approve in writing any allocation changes to grant-funded property. Documentation of a completed transaction will be forwarded to B&F.

Property Assigned to Employees

City property directly assigned to an employee (e.g., vehicle, laptop, cell phone, Blackberry) will remain on the issuing division's inventory (e.g., Fleet Management or Technology Services) and not on the employee's division inventory.

Property Disposal and Reallocation

When commanders need to dispose of City property for any reason other than salvage, they will email their supervisor requesting authorization to dispose of City property. The supervisor will respond to the commander via email indicating an approval or disapproval for the disposal process to begin.

Salvage Transfer

When a division has items for salvage, commanders will email their supervisor requesting a salvage transfer. This email will include:

- Property description
- Manufacturer
- Model
- Inventory tag numbers
- Serial number
- Condition of each item

If supervisors approve the salvage transfer, they will forward an email, with the inventory, indicating their approval to the requesting division commander and the manager of the Property and Supply Division. The Property and Supply Division will print and retain a copy of the electronic approval authorization in its division files.

When supervisors do not approve of a salvage transfer, they will forward an email to the requesting commander documenting the reason for the disapproval.

If the transfer is approved, the Property and Supply Division will contact the originating division to schedule the pickup of the items. An authorized employee of the originating division will sign the transfer documents when the items are picked up.

After the Surplus and Salvage Section transfers the items to the Property Disposal Management Office (PDMO), the Property and Supply Division will send copies of the transfer documents to both:

- a. The originating division.
- b. The B&F Asset Group.

Vendor-Supplied Property

Requests for returns or exchanges of vendor-supplied property must be approved by the commander and documented by a vendor receipt specifying all inventory tags and serial numbers of the property. The division will keep a copy of the receipt and the original will be forwarded to the B&F Asset Group.

5 MODULAR FURNITURE

Only trained personnel will make modifications to the department's modular furniture. If any adjustments to this equipment are needed, commanders will contact the department's liaison to request assistance from the City of Houston Building Services Department.

6 CONVERSION OF PROPERTY TO CITY INVENTORY

When commanders need an item from the Property and Supply Division, they will email their supervisor indicating the item needed and the reason for the request. If the request is approved, the supervisor will forward the commander's request along with their approval to the manager of Property and Supply Division via email.

When the requested item becomes available for conversion to City inventory, the Property and Supply Division will email the requesting division's executive assistant chief. This email will request the item be approved for conversion and assigned to the requesting division. The request will contain all the data necessary to convert the property to City inventory (e.g., incident number and tag number).

Executive assistant chiefs will email their approval to the manager of the Property and Supply Division.

The Property and Supply Division will coordinate the transfer of the property with the requesting division and will keep hard copies of all approval emails.

To facilitate proper inventory control, the Property and Supply Division will place the appropriate inventory or asset control number on items converted to City inventory prior to the items being released to the division. The Property and Supply Division will furnish this information to the B&F Asset Group.

The receiving division will record the item and inventory control numbers in AIMS.

Once added to City inventory, an item will not be moved from the assigned division or used for any other purpose than originally intended without approval of the assigned commander.

Weapons

Any division intending to convert weapons to City inventory will research each weapon for TCIC/NCIC hits. A documented TCIC/NCIC search will be conducted every three years on weapons with unknown histories.

Weapons with obliterated serial numbers will not be converted to City inventory.

7 RELATED GENERAL ORDER

400-19, Microcomputer Regulations


Harold L. Hurtt
Chief of Police



Commander Transfer Inventory Template

Houston Police Department



Division

Date of Inventory

Inventory Custodian

Signature: _____

Date: _____

Inventory Custodian's Immediate Supervisor

Signature: _____

Date: _____

Outgoing Commander

Signature: _____

Date: _____

Incoming Commander

Signature: _____

Date: _____

This form and its attachments should be completed within 14 calendar days after transfer.

Provide a copy of the following documents for each commander above and the assistant chief:

- Full Inventory
- Correspondence detailing the disposal or relocation of city property per General Order 400-14, *Control of Police Department Property*
- List of item(s) unaccounted for
- Incident report(s) for lost/stolen items

General Order

Houston Police Department



ISSUE DATE:

January 5, 2007

NO.

400-18

REFERENCE: Supersedes all prior conflicting Circulars, Directives, and General Order 400-18, dated June 19, 2000

SUBJECT: RESPONSIBILITY FOR CITY PROPERTY

POLICY

All employees are responsible for the security of City property and services. Employees will protect such property from loss, damage, destruction, or misuse. When City property or services are lost, stolen, or damaged; employees will report the matter to their immediate supervisor. Supervisors will take appropriate steps to ensure City property is repaired and protected from misuse.

Employees will properly maintain department property and keep their offices, lockers, desks, and work areas clean and orderly.

Employees will use or provide City equipment or services only for official City business.

This General Order applies to all employees.

DEFINITIONS

Property. For this General Order, property is any item belonging to the City that is not consumable or disposable by design.

Value. The property's current fair market value.

1 REPORTING AND INVESTIGATING

If the value of the lost, damaged, or stolen property is more than \$200, an investigation will be conducted in accordance with the department's disciplinary sys-

tem. Also, employees will do all of the following:

- a. Report the incident immediately to their supervisor.
- b. Ensure an incident report is generated that includes a complete description of the property (e.g., size, color, and model and serial numbers).

The employee's immediate supervisor will issue a 48-hour notice to the employee and conduct a preliminary investigation. The supervisor's investigation will include all of the following:

- A copy of the incident report
- Employee's administrative letter
- Supervisor's administrative letter

The supervisor's administrative letter will state the property's value and estimated replacement or repair cost. The department division or unit purchasing or distributing the property will determine the value or cost.

If the property's value is more than \$50 up to and including \$200, the concerned division may conduct a supervisory intervention if culpability exists, but does not fall under the prerequisites of section 2, *Special Circumstances*, and the employee accepts responsibility and makes restitution (see section 3, *Payment of Restitution*).

Property Valued \$50 Or Less

Employees reporting any City-owned property as lost, damaged, or stolen with

a value of \$50 or less will report the incident immediately to their supervisor. The supervisor will conduct a preliminary investigation to determine culpability. If there are no *special circumstances*, the property may be replaced or repaired by the City at no cost to the employee and no further action will be taken.

The only exception to this section is if the item is a cartridge or holster for a conducted energy device. In these two cases only, the supervisor will generate correspondence to the employee's commander detailing the reason for the replacement or exchange.

Property With No Value

Employees will immediately notify their supervisor when City property has been lost, stolen, or damaged even if the property has no intrinsic value due to usefulness, condition, or life expectancy. The supervisor will conduct a preliminary investigation to determine culpability. If there are no *special circumstances*, the property may be replaced or repaired by the City at no cost to the employee. No further action or discipline will be taken.

2 SPECIAL CIRCUMSTANCES

Regardless of the value of the lost, stolen, or damaged property, a supervisor may order a disciplinary investigation any time one or more of the following *special circumstances* are present. The incident:

- a. Compromised security.
- b. Caused significant embarrassment or harm to the Police Department.

- c. Was part of a pattern of misconduct by the same employee.
- d. Occurred because of negligent or flagrant circumstances.
- e. Involved misuse or unauthorized use of City property or services.

If one or more of these *special circumstances* exists, the employee is subject to the full range of discipline as indicated in the department's *Corrective Action Manual*.

Badges and Credentials

General Order 400-02, *Badges and Credentials*, governs the loss, theft, damage, or misuse of an employee's badge, official police identification card, or hat shield.

Major Awards

Major awards and plaques (see General Order 300-15, *Appearance and Grooming Standards — Classified*) that are lost or stolen may be replaced for the officer receiving the award or a surviving spouse by obtaining a letter of authorization from the commander of Public Affairs.

The officer or spouse will send the department's authorization letter along with any required fee to the appropriate business to obtain replacement of the lost award.

3 PAYMENT OF RESTITUTION

Employees making restitution will be directed to contact the Office of Budget and Finance within 30 *calendar* days of receipt of the Chief's order to make an arrangement for payment. Restitution must be made in the form of one payment.

The Office of Budget and Finance will immediately notify the Chief of Police of any employee failing to comply with an order requiring restitution.

4 REPLACEMENT OF PROPERTY

Divisions responsible for issuing property to employees may establish additional procedures regarding the replacement of lost, stolen, or damaged property. Such procedures will be documented in the division's standard operating procedures manual and will not conflict with this General Order. Employees will comply with these additional procedures.

5 RELATED GENERAL ORDERS

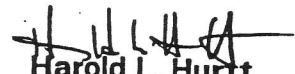
200-03, Investigation of Employee Misconduct

300-15, Appearance and Grooming Standards — Classified

400-02, Badges and Credentials

400-14 Control of Police Department Property

700-01, Property/Evidence Control Regulations


Harold L. Hurtt
Chief of Police



**STANDARD OPERATING PROCEDURES
SPECIAL INVESTIGATIONS COMMAND
CRIMINAL INTELLIGENCE/HOMELAND SECURITY DIVISION**

CATEGORY: OPERATIONS	DATE ISSUED: 03-01-04	EFFECTIVE DATE: 03-01-04	PROCEDURE NUMBER 100/3.12
SECTION: OFFICE PROCEDURE	DATE OF REVISION: 03-01-04	REVISION NUMBER: 1	PAGE NUMBER: 1 of 1
SUBJECT/EVENT: CRIMINAL INTELLIGENCE DIVISION – USE OF DIVISIONAL CELLULAR PHONES			

RESPONSIBILITY: Use and reporting the use of divisional cellular telephones

TASK

1. When using divisional cellular telephones employees will be guided by the following:
 - A. Cellular phones will be limited to business use; however, it is realized that on occasion personnel will be in a situations which could require use of the cellular phone for personal use (i.e. surveillance). In these cases it shall be noted on the phone log that the call was personal in nature. When the division receives the cellular phone bill the employee will reimburse the City by check. The check shall be payable to the City of Houston and will be routed through HPD Budget and Finance.
 - B. Standard or conventional phones are to be used whenever possible.
 - C. All calls, made or received, should be as brief as possible.

REFERENCES:

Circular

Houston Police Department



September 22, 2008

Received in
INSPECTIONS DIVISION

Date: 09-24-2008 By: BB

NO. 08-0922-191

SUBJECT: REVISION TO THE CHECK-OUT PROCESS FOR SEPARATING EMPLOYEES

Employees who are separating from the department are no longer required to go to 12 different locations to obtain signatures for the check-out process.

The process is now streamlined for the vast majority of separating employees by allowing two divisions, the Human Resources Division and the Property and Supply Division, to handle the check-out process.

There may be few instances wherein a separating employee may still have to go to another unit or division to handle an unresolved matter prior to being processed out. However, the Human Resources Division and Property and Supply Division should be able to handle the vast majority of employees separating from the department in an effective and efficient manner.

As such, the following check-out process will be effective immediately:

- Prior to going to the Human Resources Division, a retiring employee (classified or civilian) must go to their respective pension office to obtain a letter of intent to retire from the department. This is a requirement so that the retiring employee can be processed by their respective pension office and begin receiving his or her retirement benefits on schedule.

Once the employee presents their letter of intent to separate, the Human Resources Division and the Property and Supply Division will process the employee's separation paperwork and collect any outstanding equipment and uniforms. The following is a summary of each step that will be handled by the two divisions:

Human Resources Division

- Will process paperwork for the Burial Fund and conduct exit interviews with separating employees.
- Will determine if there are any pending Internal Affairs investigations and, if necessary, will coordinate accordingly with Legal Services.
- Will generate a Form 201, *Separation from City Form*, and send a copy to Budget and Finance as notification of the employee separation.
- Will recover any issued Travis and/or "Lot G" parking permit from the separating employee.
- Will recover employee's identification card and issue new retirement identification card.


- Will notify the employee's assigned division (Captain's Office Assistant) of the employee's impending separation. Human Resources Division personnel will determine from the Office Assistant if the employee has any outstanding issued equipment from the assigned division, such as a laptop, police radio, cell phone, and/or a "take-home" vehicle. An assigned city or grant "take-home" vehicle must be returned to the division's vehicle coordinator prior to checking out. If the employee is still in possession of any divisional equipment, then the employee will be sent back to their assigned division to resolve the matter prior to processing.

Property and Supply Division

- Will recover uniforms, equipment, and other items assigned to employees, as is being done under the current system.
- Will now recover the blue (classified) or black (SRG classified) Personal Protective Equipment (PPE) bags from the separating employee.
- Will also now recover any issued Tasers, holsters, and Taser cartridges.

Human Resources Division personnel will notify the separating employee to go by their respective employee union group to be processed out. This is necessary to ensure that the employee discontinues their payment of dues and completes any necessary supplemental insurance forms.

Finally, by implementing this revised check-out procedure, the check-out process will be more effective, efficient, and employee friendly.


Harold L. Hurtt
Chief of Police

hlh:otp

Originating Party:
O. T. Pando, Captain
Human Resources Division

COP #08-29650

Circular

Houston Police Department



November 12, 2010

Received in
INSPECTIONS DIVISION

Date: 11-16-2010 By: [Signature]

NO. 10-1112-249

SUBJECT: 2010 TAKE-HOME VEHICLE AUDIT AND REIMBURSEMENT FEE

The 2010 Take-Home Vehicle (THV) Audit is being initiated to maintain accurate and up-to-date departmental records, and to implement a new vehicle reimbursement fee, which is anticipated to go into effect before the end of December 2010. According to a directive from Mayor Annise Parker, every department in the city will implement the \$98 THV fee.

As applied to the Houston Police Department, this represents an increase of \$23 per pay period, up from the current fee of \$75. This fee is applicable to all permanently assigned THVs, regardless of originating source (e.g., city-owned, city-leased, or federally-leased vehicles). Additionally, only those employees who are currently exempt from the THV fee will continue to be exempt; however, everyone with a THV must turn in the new THV Assignment form to comply with the audit. Note: There is no longer an "Operational Necessity" exemption as provided within Circular #03-0716-092, **Vehicle Use Reimbursement Fee**, dated July 16, 2003.

Ultimately, the audit will require the completion of the new THV Assignment form, which can be found on the department's intranet portal under *Documents in General > Departmental Forms > Other > Assignment Forms for Take-Home Vehicles*. The form(s) will include signatures from both the applicant and the respective employee's division commander. The hard copy of the form will serve as the agreement to the new fee and all forms should be collected at the divisional level. Divisional packets containing all THV forms will be due in the Support Operations office by or before the close of business on Tuesday, November 30, 2010.

SPECIAL INSTRUCTIONS:

- The audit and fee applies only to permanent take-home vehicles.
- The THV Assignment form should be completed online, then printed and signed.
- If an employee is currently exempt from the THV fee, type the phrase "AUDIT-EXEMPT FROM FEE" in the section entitled *Details of Duty*.
- For employees that are NOT EXEMPT from the THV fee, the word "AUDIT" should be typed in the section entitled *Details of Duty*.
- If an employee does not agree to pay the new \$98 fee, the employee will need to immediately contact Sergeant H. M. Garcia in the Support Operations office to make arrangements for turning in the vehicle.
- Individuals who do not comply with this audit will be in violation of departmental procedure and shall be subject to an internal investigation.

Questions or inquiries about this issue should be directed to Sergeant Garcia at 713-308-1545.


Charles A. McClelland, Jr.
Chief of Police

cam:hmg:gam

Originating Party:

T. N. Oettmeier, Executive Assistant Chief

Support Operations

COP # 10-37994

Circular

Houston Police Department



January 13, 2011

Received in
INSPECTIONS DIVISION

Date: 1/14/2011 /By: SR

NO. 11-0113-008

SUBJECT: INITIATION OF NEW TAKE HOME VEHICLE FEE

The new bi-weekly take-home vehicle fee went into effect on the first full pay period of December 2010. The bi-weekly fee increased from \$75 to \$98. Since the new fee was not applied on the corresponding check, dated December 31, 2010, the new fee will appear on the check dated January 14, 2011, along with a one-time retroactive adjustment of \$23.

Should you have any questions regarding this matter, contact Sergeant H. M. Garcia at 713-308-1545.

M. I. Montalvo
Acting Chief of Police

mim:hmg:jlb

Originating Party:

T. N. Oettmeier, Executive Assistant Chief
Support Operations

COP# 11-38494